

LEWIS COUNTY REQUEST FOR PROPOSALS

Radio Equipment Maintenance & Radio System Support Services

(The deadline has been extended to Friday, April 15)

**Please Submit five (5) Paper Copies and
One (1) Electronic PDF by:
~~April 12, 2022~~
5:00 PM**

**Lewis County
351 NW North St
Chehalis, WA 98532**



REQUEST FOR PROPOSALS (RFP): RADIO EQUIPMENT MAINTENANCE & SUPPORT SERVICES

Estimated RFP Schedule

RFP Issued:	March 29, 2022
Final Date for Questions Related to RFP:	April 8, 2022
Proposal Deadline:	April 12, 2022
Applicant Selection (may include interviews):	April 18-22, 2022*
Selection of Consultant and Contract Development:	April 25, 2022*

**Exact dates are subject to change at the county's discretion*

Any interested individual may request to be on an email list to receive updates on the RFP process, including addenda to the RFP if any are issued. Lewis County may alter the RFP at any time.

Submittal Instructions

Written proposals and an electronic PDF must be received by Lewis County no later than 5PM PST on April 12, 2022. Proposals received after this deadline will not be accepted or considered.

Send proposals to:
Erik Martin
County Manager
Lewis County
351 NW North St
Chehalis, WA 98532

Direct questions regarding the RFP to:
Lara McRea
County Administration
360.740.2660
lara.mcrea@lewiscountywa.gov

Introduction

Lewis County (COUNTY) is seeking service provider(s) to maintain and repair two-way radio systems, including mobile and portable radios, base stations, repeaters, microwave radios, receiver voting equipment, simulcast systems and support of a radio system that connects the police, fire, public works and 911 dispatch in Lewis County.

The COUNTY encourages any inquiries with respect to the expectations and/or scope of work sought through this proposal by email to the COUNTY – Attention Lara McRea, lara.mcrea@lewiscountywa.gov. All inquiries will receive a response.

A service provider will be selected for this project based on criteria stated in “Evaluation of Proposals”. All proposals received by 5:00 p.m. PST on Tuesday, April 12, 2022 will receive full consideration.

RFP Process

It is expected that one (1) service provider will be selected as a result of the RFP, although the COUNTY is under no obligation to award a contract as a result of the selection process. Based on the proposals received, the selection committee will evaluate proposals received and potentially conduct interviews. As a result of the evaluation, the top-rated consultant will be selected for contract negotiations.

Background

Situated centrally between Seattle and Portland, and between the mountains and the ocean, Lewis County is a beautiful rural county with a long history. As Washington’s first county, Lewis County has deep economic and cultural roots in the timber and agriculture industries. Lewis County has nine incorporated cities/towns and over a dozen other established communities, each with their own unique identity and history.

Lewis County is a safe and proud community with good schools, a growing economy, vibrant cities, and a wealth of recreational opportunities. Hunting, fishing, hiking, biking, skiing and boating are all just a short trip in any direction here. Lewis County utilizes these natural resources in a way that creates an environment that attracts and retains those with an appreciation for its natural beauty and a sense of adventure.

Lewis County has a growing population now exceeding 80,000 and Chehalis is the County seat. Lewis County operates under the commission form of government with three Commissioners and a County Manager. Elected officials include the Assessor, Auditor, Clerk, Coroner, Sheriff, Treasurer, and Judges for District and Superior Courts.

Scope of Services

As envisioned, the scope of services for this proposal will include the following items:

- Provide technical labor and materials for the maintenance, service, troubleshooting and repair of all radio and system related equipment.
- Provide mobile and portable radio programming and maintenance.
- Provide rapid response to all service needs including 24 hour a day response for emergency related issues.
- Service will be required for the following components, including but not limited to: back-up power, solar power, towers, batteries, antennas, DC power plants and communications center control equipment.

Note: Remote Access will be provided as required for the purpose of diagnostics, updates and configuration of the radios and radio systems.

The successful service provider must have experience in the configuration and maintenance of Motorola, Tait, Harris, Raytheon, Codan, Alcatel and Nokia equipment.

Equipment inventory items are available upon request.

Lewis County radio infrastructure site locations:

- Crego Hill
- Cooks Hill
- Summit Hill/Chehalis Ridge
- Davis Hill
- Seminary Hill
- Onalaska
- Toledo Airport
- Manners Hill
- Bennett Road
- Democrat Hill
- Dog Mountain
- Hopkins Hill
- Packwood
- Storm King Mountain
- Burley Mountain
- Boistfort Peak/BawFaw
- Historic Courthouse
- Law & Justice Center

Proposal Submission Requirements

Cover Letter - A cover letter addressed to Erik Martin, County Manager, 351 NW North St., Chehalis WA 98532. The cover letter must:

- State the company's ability to comply with all the stipulations of this solicitation
- Point out the company's particular strengths
- Provide a reason as to why they should be chosen to provide the service needed
- Specify any areas that the company cannot or may not be able to comply and explain why
- Be signed by a person legally able to commit the company
- Include the submitter's mailing address and telephone number

Key Proposal Information – Proposal submittals must include:

- Labor Rates and Defined Working Hours
- Mobile/portable Radio Installation and repair
- Parts (discount and nature of access to parts)
- Response time to emergency and non-emergency service calls (including examples)
- Personnel Contact List
- Customer References

Familiarity with Equipment – Provide the following information:

- Brief history of the company
- Examples of experience servicing similar radios, equipment, etc.

Local Service Experience – Furnish examples of experience providing service to comparable local firms or agencies.

Qualifications & Experience of Personnel – Provide names of employees qualified as radio maintenance technicians. Include the following:

- Copies of current FCC licenses
- Brief biography of key project personnel
- Years of experience
- Usual assignments
- Other relevant qualifications

Fee Schedule and proposed fee to accomplish the work (separate, sealed envelope marked Fee Schedule).

Insurance – Provide a current copy of the Certificate of Liability Insurance naming Lewis County as an additional insured, and shall be considered as primary and shall waive all rights of subrogation. The County insurance shall be noncontributory.

Submittals may be mailed or delivered to:
Erik Martin, County Manager
Lewis County
351 NW North St.
Chehalis, WA 98532

Applicants must submit five (5) hard copies to the COUNTY by the deadline. The submittals shall be clearly marked on the exterior to denote both the names of the submitting firm and the particular professional services contract for which the proposals are offered, "Radio Equipment Maintenance and Radio System Support Services". The Proposal Submission must be limited to ten (10) pages, front and back, in length.

All proposals should also be submitted as computer files in PDF format. Electronic files may be transferred via email to Erik Martin at erik.martin@lewiscountywa.gov or provided on a portable electronic storage device. The COUNTY is not responsible for returning portable storage devices. Large files should be uploaded with a link to download files provided via email.

Lewis County is not responsible for communication errors. Applicants are advised to call the COUNTY Administration Department at 360-740-2660 to confirm that a submittal has been received.

Evaluation of Proposals

Lewis County's project team will review and evaluate all properly submitted proposals that are received on or before the deadline. The project team will first review each proposal for compliance with the minimum qualifications and mandatory requirements of the RFP. Failure to comply with any mandatory requirements may disqualify a proposal. The project team shall participate in the analysis of RFPs, the interview process and the final recommendation of the selected consultant for the project. Upon successful negotiations with the selected consultant, the contract will be recommended for approval by the project team to the Board of COUNTY Commissioners.

Generally using the following evaluation criteria and based on an interview (if interviews are held), the County intends to enter into a contract with the most responsible and responsive contractor(s) whose proposal is determined to be the most advantageous to Lewis County.

- Familiarity with makes and models of radios and radio equipment used by Lewis County departments. (20%)
- Successful experience working with local businesses providing similar services as those required by Lewis County. (20%)
- Qualifications and experience of personnel who will be performing the work. (20%)
- Availability of backup equipment and parts inventory. (20%)
- Price. (20%)

Lewis County Rights

Lewis County reserves the right to reject any or all proposals, make counter proposals and/or engage in negotiations with any or all firms or individuals, waive any requirements or otherwise amend this RFP, or cancel the RFP in order to achieve the COUNTY's goals and objectives for this project. Any changes in the status of the RFP will be brought to the attention of all parties that provide contact information for updates. The information contained in this RFP represent the COUNTY's best information at the time of the release of the RFP and the COUNTY reserves the right to modify any term or condition contained herein.

Responsibility for Proposal Preparation

Except as otherwise specifically agreed to in writing by the COUNTY, each consulting individual or team submitting proposals shall provide and pay for all materials, labor, transportation, charges, levies, taxes, fees or expenses incurred, including all costs to prepare a response to this RFP, travel and presentation costs, and all other services and facilities of every nature whatsoever necessary for the preparation of the RFP.

It is neither the COUNTY's responsibility nor practice to acknowledge receipt of any proposal as a result of the RFP process. It is the proposer's responsibility to assure that a proposal is delivered and received in a timely manner.

No Conflict of Interest

No member of the Board of COUNTY Commissioners, member of the evaluation committee for this RFP, and any other officer, employee or agent of the Lewis County who exercises any functions or responsibilities in the selection of a proposal, shall have any personal interest, direct or indirect, in the project.

Open Records/Proprietary Information

Lewis County recognizes that in responding to this RFP, the proposer may desire to provide proprietary information in order to clarify and enhance their response. To the extent permitted by law, Lewis County will keep confidential such information provided that:

1. The information submitted is arguably proprietary, and
2. The proprietary information is submitted in a separate file or section that is clearly identified as containing proprietary information, according to the submittal instructions of this RFP. Only information that is credibly propriety may be included. Inclusion of non-propriety significant information in the sealed portions may render a submittal ineligible.

Responders should note that Lewis County is a county in Washington State, and as such its files are available for public review pursuant all applicable public disclosure laws and the Washington State Open Public Meetings Act.